



USAID
FROM THE AMERICAN PEOPLE

WEST BANK/GAZA

SOLICITATION NUMBER: 72029423R00005

ISSUANCE DATE: 04/04/2023

CLOSING DATE AND TIME: 05/03/2023

Close of Business local (Jerusalem) time 16:30

SUBJECT: Solicitation for Offshore U.S. Personal Services Contractor (USPSC) USAID West Bank & Gaza Mission (WBG) “Coordinator for Middle East Partnership for Peace Act (MEPPA) Implementation”/ (MEPPA Coordinator) based in Jerusalem

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

Gezim Hysenagolli
Contracting Officer

U.S. Agency for International Development

www.usaid.gov/wbg

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ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72029423R00005

2. ISSUANCE DATE: April 04, 2023

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **May 03, 2023** Close of Business local (Jerusalem) time 16:30.

4. POINTS OF CONTACT: Human Resources Office hrwbg@usaid.gov

5. POSITION TITLE: Coordinator for Middle East Partnership for Peace Act (MEPPA) Implementation/ (MEPPA Coordinator).

6. MARKET VALUE: \$99,908 - \$ 129,878 equivalent to **GS-14**. Final compensation will be negotiated within the listed market value based on the successful candidate’s relevant earnings history, as well as other factors, including education, experience and other skills and qualifications relevant to the position. Salaries over and above the top of the pay range will not be entertained or negotiated. USPSCs performing overseas are not entitled to Locality Pay.

7. PLACE OF PERFORMANCE: USAID West Bank & Gaza Mission, Jerusalem Office (with occasional travel to the West Bank and the Mission’s office in Tel Aviv).

Overseas USPSCs may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.

8. PERIOD OF PERFORMANCE: The base period of the US Personal Services Contract will be one (1) year, estimated to start immediately upon receipt of security/medical clearances. Based on the Mission’s needs, contractor’s performance and funds availability, the Contracting Officer may exercise additional option periods of up to four (4) one-year extensions for the periods estimated below. This is a full-time position with a 40 hours per week schedule (Monday to Friday).

Base Period	o/a 2023-2024
Option Period 1	o/a 2024-2025
Option Period 2	o/a 2025-2026
Option Period 3	o/a 2026-2027
Option Period 4	o/a 2027-2028

9. ELIGIBLE OFFERORS: U.S. Citizens and/or U.S. Resident Aliens. This is an Offshore Hire Personal Services Contract (PSC) position. U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States. Citizenship, if dual, must be clearly stated. Offerors must be able to obtain and maintain the required security clearance level as stated below.

10. SECURITY LEVEL REQUIRED: Secret Clearance.

The final selected candidate must obtain a secret level security clearance and a Department of State medical clearance within a reasonable period of time. (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

11. STATEMENT OF DUTIES

I. GENERAL STATEMENT OF PURPOSE

The Middle East Partnership for Peace Act (MEPPA) is a \$250 million, five-year initiative to help develop the Palestinian economy and advance peaceful co-existence between Israelis and Palestinians to enable a sustainable two-state solution. The MEPPA legislation established the People-to-People Partnership for Peace Fund (PPF) which is implemented by USAID and which promotes economic cooperation and people-to-people peacebuilding programs, and advances shared community building, peaceful coexistence, dialogue and reconciliation between Israelis and Palestinians. USAID's West Bank and Gaza Mission is primarily responsible for implementing the PPF and one year of implementation has been completed. USAID's Middle East Bureau is primarily responsible for liaising with the 15-member PPF Advisory Board, which provides guidance and advice to the USAID Administrator concerning PPF implementation.

II. STATEMENT OF DUTIES TO BE PERFORMED

A. BASIC FUNCTIONS OF THE POSITION

The MEPPA Coordinator is responsible for providing leadership and cohesion to the multi-faceted elements of planning and implementing programs under MEPPA. The incumbent will help the Mission ensure that the MEPPA interventions as a whole are transformative, serving to build momentum for peacebuilding, creating a foundation for a two state solution and advancing peace between Israelis and Palestinians. The Coordinator will provide recommendations for how the Mission can pivot and adjust its programs to respond to windows of opportunity, adapt to challenges in the landscape, build a community of practice and/or networks that will outlast any one intervention, and provide leadership in this donor space.

This position reports to the Program Office Director or designee at the USAID/West Bank and Gaza Mission

(USAID/WBG) and is responsible for coordinating across a variety of offices at USAID/WBG, USAID/Washington, as well as the interagency. As the focal point at USAID/WBG for developing, managing, and communicating the various processes required to implement MEPPA, the incumbent will liaise closely with external stakeholders and partners based in the region. The coordinator will liaise with the Middle East Bureau on donor coordination efforts in the peace building sector as USAID/Washington mainly manages relationships with donor country capitals.

B. DUTIES AND RESPONSIBILITIES

The specific duties of “MEPPA Coordinator” will include but are not limited to the following:

1. Ensures that the latest policy guidance from the Agency Front Office, Mission leadership, and leadership in the Middle East Bureau (ME) is integrated into the planning and implementation of MEPPA throughout USAID/WBG.
2. Integrates Board feedback and other strategic guidance into the design and implementation of MEPPA programming.
3. Advises USAID leadership and USAID/Washington regarding sensitivities and concerns originating from partners and others in the region to ensure those concerns are addressed quickly and appropriately.
4. Serves as a single point of contact at USAID/WBG to route and respond to MEPPA-related inquiries from the interagency, USAID/Washington, and external stakeholders. Serves as a central point of contact for non-press inquiries from peacebuilders, local officials, advocacy organizations, and business leaders interested in learning more about MEPPA implementation at USAID. Supports West Bank and Gaza Desk to answer Congressional and other inquiries concerning MEPPA.
5. Works closely with the Mission’s Development Outreach and Communications (DOC) team to update the MEPPA communications strategy and develop, draft, edit, and clear content for external communications, including to counter mis-information.
6. Leads local donor coordination efforts for peacebuilding programs to include devising a plan to attract international donors, developing relationships with local-based international representatives, scheduling /attending meetings, tracking commitments, and advising USAID leadership on donor efforts.
7. Organizes implementing partner meetings and supports high level visits that engage on MEPPA.
8. Advances USAID’s localization agenda by coordinating capacity strengthening initiatives that support new and prospective Israeli and Palestinian partners. Ensure that all local capacity building services provided to MEPPA awardees are carefully tracked and documented. Provide periodic reports to the Mission and Agency leadership on the local capacity building services provided. Leads training efforts for USAID/WBG staff on peacebuilding best practices and other topics relevant to MEPPA, including developing a training plan that utilizes agency resources that can be customized to USAID/WBG.

Program Planning, Design, Monitoring, Evaluation, and Learning

9. Coordinates MEPPA Activity Managers (AOR/CORs) to collect results and direct broader strategy across activities. Establishes processes to ensure coordination among technical teams, including agreement officer’s representatives (AORs) and contracting officer’s representatives (CORs) for MEPPA, the various MEPPA

working groups, and Program Office staff, among others, to ensure coherence and consistency in the implementation of MEPPA.

10. Leads MEPPA activities through the activity design cycle, including but not limited to drafting activity descriptions and/or scopes of work, and organizing assignment of activity planners. Reviews opportunity/solicitation language to ensure consistency and clarity of message, especially relating to political and cultural sensitivities and U.S. government policy priorities. Alongside the Contracting Office, leads the technical aspect of procurement processes, including procurement planning, conducting Requests for Information, drafting award documentation, and organizing staff to serve on technical evaluation committees.

11. Works closely with OCM and AORs/CORs to ensure appropriate course-correction and modification of MEPPA awards, and support proper close-out procedures of awards, including documenting lessons learned and summarizing results.

12. Works with the Program Office and technical teams to promote monitoring, evaluation, and learning of MEPPA activities, including ensuring sufficient oversight of activities, serving as the evaluation POC for MEPPA-wide evaluations, and spearheading learning efforts to ensure that information learned through M&E is informing program design and implementation.

13. Support the OFM-led team in conducting pre-award surveys and updating prior assessments to establish priorities or key areas to support development, adaptation and implementation of effective capacity strengthening approaches, tools, and methodologies.

14. Coordinates Communities of Practices among MEPPA stakeholders, internal and external, on key topics such as Monitoring, Evaluation, and Learning and Outreach/Communications, and to share best practices and learn from each other.

15. Drafts mandatory reporting documents for MEPPA, including the annual Congressional report and the Performance Plan and Report. Drafts budget documents for MEPPA, including the Operational Plan, Congressional Notification, and Congressional Budget Justification.

C. POSITION ELEMENTS

- **Complexity of the work environment or its potential effect on the position's responsibilities:**

In an extraordinarily complex political, legal, and security operating environment, USAID/WBG is frequently at the forefront of political discourse and foreign policy implementation in the region. Given the history of the Arab-Israeli Peace Process, U.S. relations with Israel and the Palestinian Authority, and the particular sensitivity of programming in the region, the MEPPA Coordinator plays a central role in advancing U.S. interests through effective communication on USAID interventions.

The Program Office (PO) consists of USDH, USPSC, and local staff. The Mission maintains offices in both Jerusalem and Tel Aviv. PO staff travel frequently to Jerusalem and the West Bank to perform their duties. Given its two work locations, the Mission makes frequent use of video technology to link the work of the two offices.

- **Level and purpose of contacts:**

The work requires close collaboration with the Program Office, Mission Management, technical

teams, as well as staff at the U.S. Embassy Jerusalem and Office of Palestinian Affairs. The incumbent maintains communication with the ME Bureau in Washington and other Missions in the region.

Externally, the incumbent may work with Palestinian and Israeli government officials and counterparts, Implementing Partners' management, individuals representing other donor governments, contractors, public interest groups, academic community, business community, social media audiences, and USAID beneficiaries.

- **Degree of responsibility for decision-making:**

The incumbent is expected to work independently with broad guidance and direction from the Program Office Director and Mission leadership. The incumbent is expected to resolve most communication and coordination issues independently and is expected to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance. The incumbent must be proactive as well as self-motivated and self-directed. The incumbent must demonstrate ingenuity, diplomacy, and creativity to resolve challenges and achieve objectives. Further, the incumbent's recommendations will inform policy decisions made by the USAID/West Bank and Gaza management team.

- **Level of Complexity for Work Assignments:**

Activities assigned to the incumbent include a variety of duties and processes requiring extensive exercise of independent judgment and ability to comprehend complex policy and legal issues. In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. S/he will need to balance multiple assignments that will require setting priorities and managing time and resources. The incumbent will need to work effectively with officials of the Palestinian Authority and Israeli Ministries and the private sector, and in overseeing contractor activities, ensuring that sensitive relationships are maintained.

D. SUPERVISORY RELATIONSHIPS - *Supervision or oversight over others:*

The MEPPA Coordinator will lead a working group and closely coordinate with AOR/CORs. The position will supervise contractor surge support who report to the WBG Mission.

E. SUPERVISORY CONTROLS:

The incumbent will report to the Director of the Program Office or designee for USAID/West Bank and Gaza.

G. TRAVEL REQUIREMENTS:

The selected offeror must be willing and legally able to travel within and between Israel, the West Bank, and Gaza, security permitting, including on short notice. Regional or international travel may also be required.

H. SUPPORT ITEMS:

The incumbent will be provided with the support services, equipment, and supplies necessary to perform the work.

12. PHYSICAL DEMANDS:

The working environment at the USAID/WBG Mission is stressful due to the ongoing conflict. Due to the unpredictable security situation, travel of all Americans, including U.S. Personal Services Contractors (USPSCs), to the West Bank, is subject to the Regional Security Officer's approval and, depending on location, may require a security escort. Travel to Gaza is not permitted at this time. The work requested does not involve undue physical demands. Routine office work with occasional field visits to project sites or partner office locations throughout the West Bank.

III. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, an offeror must be a U.S. Citizen. S/he must be able to work well in an overseas environment and with a wide range of governmental and non-governmental counterparts.

In addition, the following minimum qualifications must be met:

1. **Education:** A bachelor's degree is required.
2. **Work Experience:** A minimum of five (5) years of progressively responsible professional experience in one or more of the following areas is required: Israel/Palestinian affairs, international development, peace and conflict resolution, peacebuilding, program management, monitoring and evaluation, civil society and democratic strengthening.

IV. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

A. SELECTION PROCESS

In order to be considered for the position, an offeror must submit an application in accordance with the guidance provided in section IV of this solicitation. Consideration and selection will be based on the Technical Evaluation Committee's (TEC) scoring of the offerors based on the evaluation and selection factors. Interviews and a writing exercise/test may be requested, and professional references will be checked at the

discretion of the USAID/WBG Mission. Applicants are required to include in their cover letter a brief narrative demonstrating how their education, experience, and skills address the evaluation criteria listed below.

After the closing date for receipt of applications, a TEC will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the required selection criteria will not be scored. As part of the selection process, final candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists.

A U.S. State Department medical clearance will be required. Details on how to obtain a medical clearance will be provided once a job offer is made and accepted.

B. EVALUATION FACTORS

The following factors will be the basis for the evaluation of applications meeting the required minimum qualifications. The Selection Committee will score applicants based on the application, written test, and interview (as applicable). Reference check information will be considered in the final selection. Applicants will be evaluated on the applicability and level of their education, relevant experience, language and other work skills as they relate to this position against the following criteria:

1. Education (10 Points)

A clear and convincing demonstration of the extent to which the applicant's degree qualifies them to perform the work outlined in the solicitation and correlates to the Technical Knowledge, Skills and Abilities required.

2. Work Experience (20 Points)

A clear and convincing demonstration to the extent the applicant's professional experience qualifies them to perform the work outlined in the solicitation.

The offeror will be rated on his/her experience with managing high profile projects in a dynamic environment and provide strategic, programmatic, and operational guidance to leadership while leveraging critical local staff input. Further, experience related to developing team plans and motivating staff to contribute towards wider objectives. Experience in the Middle East region is preferred. Experience with an international or development organization is also preferred.

3. Knowledge, Skills and Abilities (60 Points total, divided as follows):

- **Technical Knowledge (30 Points):**

- Demonstrated experience in the management of political transition, political reform, peacebuilding or similar programs in high-pressure environments such as nonpermissive crisis or conflict zones.
- Demonstrated experience developing strategies for programs that will respond to at least one of the following problem sets: violence prevention, democracy-building, civil society strengthening, local capacity building and/or humanitarian assistance.
- Demonstrated experience using political analysis to inform programming policy, strategies, and objectives, especially in conflict-prone environments.

● **Skills/Abilities (30 Points):**

- As a member of a highly operational office, the offeror is willing and able to perform a wide range of administrative functions to help ensure programmatic success. Has a high level of integrity and attention to detail to ensure the use of USAID systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation.
- The offeror is highly flexible and willing to work under conditions of ongoing change, and remain professional and respectful of colleagues and authority in a diverse workforce.
- The offeror places a premium on the building of positive relationships with respective teams, and with key stakeholders both in and outside of USAID.
- The offeror is able to prioritize and complete tasks without follow-up by the supervisor, while also filling in gaps as needed to ensure the responsiveness of the team.
- The offeror is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of USAID.
- The offeror is committed to upholding USAID's Diversity, Equity, Inclusion, and Accessibility's (DEIA) Vision and Values.

4. Language Proficiency/Communication Skills (10 Points):

- Native fluency in written and spoken English is required.
- Writing/editing skills, including the ability to convey technical information to general audiences.
- Interpersonal skills and ability to develop and maintain effective relationships and establish and enhance communication with a variety of stakeholders, including media.

IV. SUBMITTING AN OFFER

A. Offers must be received electronically by the closing date of **May 03, 2023 Close of Business local (Jerusalem) time 16:30**, as indicated in Section I, item 3, and submitted to the Points of Contact in Section I, using the following email address:

Human Resources Office, USAID West Bank & Gaza
Email: HRWBG@usaid.gov

B. Eligible offerors are required to complete and submit the following documents by the stated closing date and time:

- 1. a signed one-page cover letter clearly referencing the Solicitation number and position title.** This letter must include a brief narrative demonstrating how their education, experience, and skills address the evaluation criteria listed in this solicitation.
- 2. a recent curriculum vitae (CV) or resume** that contains sufficient relevant information to evaluate the offer in accordance with the stated evaluation and selection factors.
- 3. form AID 309-2, "Offeror Information for Personal Services Contracts with Individuals,"** available at <http://www.usaid.gov/forms>.
- 4. List three to five professional references,** who are not relatives or friends, who have knowledge of your work performance. Make sure to include previous supervisors and their contact information. HR will obtain permission before contacting those references.

5. Offers must be submitted via email in WORD or PDF format only.

IMPORTANT NOTES:

- Failure to address the minimum selection and/or evaluation factors may result in the offeror not receiving further consideration.
- Only electronic submissions will be considered. Hard copies will not be accepted.
- Nepotism /conflict of interest will be considered, and may result in disqualification of offerors depending on the circumstances.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Sensitive Positions for National Security (SF-86), OR
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Fingerprint Card (FD-258)

Timely completion and submission of the required documents are needed to obtain the necessary Security and Medical Clearances. Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract offer letter and begin negotiations with the next most qualified/highest ranked offeror. Selected offerors who are unable to obtain required Security and Medical Clearances in a reasonable timeframe are considered un-qualified for this position.

VI. BENEFITS AND ALLOWANCES (if/as applicable)

As a matter of policy, and as appropriate, a USPS is normally authorized the following benefits and allowances in accordance with AIDAR Appendix D:

1. BENEFITS:

1. Employer's FICA Contribution
2. Contribution toward Health & Life Insurance
3. Pay Comparability Adjustment
4. Annual Increase (pending a satisfactory performance evaluation)
5. Eligibility for Worker's Compensation
6. Annual and Sick Leave

2. ALLOWANCES* (if/as applicable):

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101) available at https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

- a. Temporary Quarters Subsistence Allowance (Section 120)
- b. Living Quarters Allowance (Section 130)

- c. Cost-of-Living Allowance (Chapter 210)
- d. Post Allowance (Section 220)
- e. Separate Maintenance Allowance (Section 260)
- f. Education Allowance (Section 270)
- g. Education Travel (Section 280)
- h. Post Differential (Chapter 500)
- i. Payments during Evacuation/Authorized Departure (Section 600), and
- j. Danger Pay Allowance (Section 650)

* **NOTE:** An offeror meeting the definition of a Resident Hire is not eligible for any fringe benefits, differentials, or allowances; and is only eligible for contributions for FICA, Medicare, health insurance, and life insurance.

Resident Hire U.S. Personal Services Contractor (USPSC)” means a U.S. citizen or resident alien who, at the time of contract award, – (i) resides in the cooperating country for reasons other than U.S. Government or non-U.S. government employment, or under any contract or other arrangement, that provides for repatriation to the U.S.; or (ii) is a spouse or dependent of a U.S. citizen or resident alien who resides or will reside, in the cooperating country for the purpose of U.S. government or non-U.S. government employment, or under any contract or other arrangement that provides repatriation to the U.S.

VII. TAXES

USPSCs are required to pay US Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

i. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>

ii. PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Subpart 52.2—Text of Provisions and Clauses 52.223-99

Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021) - Alternate 70 (OC|T 2021) (M/OAA-DEV-FAR-22-01c)

(a) Definition. As used in this clause -

United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman

Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll

(b) Authority.

This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) Personal Services Contracts with individuals. As a matter of policy, the contractor must comply with the USAID's guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, "Excluded State or Outlying Area"). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at

<https://www.saferfederalworkforce.gov/contractors/>

iii.. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>

Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

Item No.	Supplies/Services (Description)	Quantity	Unit	Unit Price	Amount
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
1001	Option Period 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor

2001	Option Period 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
3001	Option Period 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
4001	Option Period 4 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor

iv. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

v. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations> .

vi. PSC Ombudsman. The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency.

The PSC Ombudsman may be contacted via: pscombudsman@usaid.gov.

END OF SOLICITATION

Equal Employment Opportunity Policy

USAID is an equal opportunity employer, irrespective of race, color, religion, sex (including gender identity, transgender status, sexual orientation, and pregnancy), national origin, disability, age, genetic information, and/or other non-merit factors. The USAID Policy Statement on Equal Employment Opportunity, Harassment, and Retaliation affirms the commitment to EEO for all USAID employees and applicants for employment.